

2nd Edition

Present It!

Teen-based Activities for Microsoft PowerPoint



B.E. Publishing

The Development Team at B.E. Publishing
Linda Viveiros and Diane Silvia, Editors

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Present It!

Teen-based Activities for Microsoft PowerPoint

Student Workbook

2nd Edition



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Teen-based Activities for Microsoft PowerPoint

Student Workbook

2nd Edition

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Introduction

Welcome to the 2nd Edition of **Present It!** from B.E. Publishing.

The **Present It! 2E Student Workbook** includes all new and updated activities that provide students with real-world, hands-on practice activities and projects to help them become proficient users of Microsoft PowerPoint.

Using **Present It!**, students will create real-life, teen-based presentations to further develop and enrich their PowerPoint presentation skills. **Present It!** includes 20 new and exciting activities that encourage students to personalize and customize their own Microsoft PowerPoint presentations. Completing the activities in this workbook will prepare students for the Microsoft Office Specialist Certification in PowerPoint.

Prerequisite Skills Required

In order to complete the activities in this book, the student should have a basic working knowledge of using Microsoft PowerPoint. This book does not provide step-by-step instructions specific to any one particular version of Microsoft PowerPoint; rather, it provides general instructions for students to practice using any version of the software.

Compatibility

The instructions have been written for any version of Microsoft PowerPoint running on a Windows operating system. However, with a few modifications, this book can easily be used with Macintosh-based systems.

Standards

The skills in this book align with the NBEA (National Business Education Association) and ISTE (International Society of Technology Education) information technology standards for presentation software.

Organization of the Textbook

The text is organized into a hierarchical skill-level format. With a few exceptions, most of the activities in this book build upon skills practiced in previous activities.

Important Note

Each activity in this book is designed to allow students to utilize their own creativity, design, formatting, and technical-writing skills within the Microsoft PowerPoint software framework. Therefore, the content the student is required to include within each project has been designed to display little or no formatting. The student is encouraged to utilize his or her own software, design, and decision-making skills to format each slide within each presentation.

Teacher Note

Professionally designed sample documents are provided on the **Present It!** Instructor's Resource CD.



Activity Layout

New Skills

Lists the new skill or skills being reinforced.

Design Strategies

Provides guidance in properly and professionally formatting the slide content.

Present It! Activity

2 There's an App for That!

New Skills

- Format text
- Change background color of slides
- Change text color
- Apply standard bullet

Activity Overview

There's an app for that! – How many times have you heard that phrase? With over a half million apps available in almost every category, millions of people have downloaded billions of apps. And, many of them are free. In this activity, you will create a PowerPoint presentation that includes some of the most popular apps today.

Instructions

- Using Microsoft PowerPoint, create a NEW blank presentation.
- Save the presentation as APPS.
- Slide 1
 - Using separate text boxes, key the text as shown.
 - Change the background of this slide to the color blue.
 - Format all of the text on this slide to the color white.
 - Format the list using standard bullets.
 - Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

Slide Content Frames

Most Popular Apps of 2012

1. [Presented by] Smart your name, [Insert the activity number and title.] [Insert the current date.]

Activity Overview

Provides a description of each activity and its approximate completion time.

Instructions

Provides the step-by-step instructions for completing each activity.

Slide Content Frames

Provides the text to be typed and formatted into the finished slide.

Input Instructions

The **input icon** indicates the instructions for adding the content into each slide.



Formatting Instructions

The **formatting icon** indicates the formatting features to apply to each slide.



Present It! Activity

2 There's an App for That!

Input Instructions

- Insert slide 2
 - Using separate text boxes, key the text as shown.
 - Change the background of this slide to the color blue.
 - Format all of the text on this slide to the color white.
 - Format the list using standard bullets.
 - Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.
- Insert slide 3
 - Using separate text boxes, key the text as shown.
 - Change the background of this slide to the color green.
 - Format all of the text on this slide to the color white.
 - Format the list using standard bullets.
 - Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.
- Insert slide 4
 - Using separate text boxes, key the text as shown.
 - Change the background of this slide to the color purple.
 - Format all of the text on this slide to the color white.
 - Format the list using standard bullets.
 - Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.
- Insert slide 5
 - Using separate text boxes, key the text as shown.
 - Change the background of this slide to the color orange.
 - Format all of the text on this slide to the color white.
 - Format the list using standard bullets.
 - Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

Slide Content Frames

Games

1. Temple Run
2. Angry Birds Friends
3. Draw Something
4. Doodle Jump
5. Fruit Ninja

Entertainment

1. Netflix
2. IMDb
3. ESPN ScoreCenter
4. Instagram
5. Kindle

Social Networking

1. Facebook
2. Twitter
3. Google
4. AIM
5. Skype

Music and Photos

1. iMg
2. Pandora
3. SoundCloud
4. Shazam
5. Camera+

Slide Content Frames

Provides the text to be typed and formatted into the finished slide.

Content should be entered into **separate text boxes** as indicated by numbers.

Note: numbers are for reference only and should not be keyed.

Bold text indicates content that should be keyed in each text box.

Text in brackets [] indicates content that will be personalized specific to each student.

Note: brackets should not be keyed.

PowerPoint Presentation Tips

Whether you are an avid user of Microsoft PowerPoint presentation software, or just getting started with the program, there are four major categories to consider when creating and designing a PowerPoint presentation. Following the PowerPoint Presentation Tips below will help you in the preparation of each activity in this book. Careful preparation, planning, and following these tips will help you create professional, attractive, and eye-catching presentations that you will be proud to showcase.

1 Fonts

- ☐ Use no more than two to three fonts throughout the presentation.
- ☐ Choose sans-serif fonts such as Arial or Helvetica.
- ☐ Avoid italicized fonts, as they are difficult to read.
- ☐ Do not use all capital letters, except for titles.
- ☐ Make no more than six points per slide and use no more than six to eight words per line.

2 Graphics and Design

- ☐ Keep the style of graphic images consistent throughout the presentation.
- ☐ Graphics should enhance and relate to the topic of the slide.
- ☐ Keep the background consistent and subtle.
- ☐ To avoid clutter on each slide, leave empty space around text and graphics.
- ☐ Use sounds and animation to bring content to life, but do not overuse them.
- ☐ Use transitions that match your topic.

3 Color

- ☐ Choose a color scheme that is easy on the eyes.
- ☐ Use dark text on light backgrounds or light text on dark backgrounds. However, dark backgrounds can sometimes make text difficult to read.
- ☐ Limit the number of colors on a single slide.

4 Presentation

- ☐ Have a classmate proofread your presentation for spelling and grammar and critique it prior to presenting.
- ☐ Rehearse your presentation before delivering it to your audience.
- ☐ Speak slowly and clearly when presenting.
- ☐ Prepare notes to help you deliver an effective and dynamic presentation.
- ☐ If the content is complex or lengthy, print out the slide show so your audience can take notes.
- ☐ Make your bullet points appear separately so the audience focuses on you (the presenter) rather than reading the screen.
- ☐ To avoid reading directly from the slide, use the points on the slide only as a cue to further describe in detail.



Present It! Planning Layout Form

Name: _____

Project # / Title: _____

Slide:

Slide:

[illegible]

Slide:

[illegible]

Slide:

Slide:

Slide:

1

1

[illegible]

1

Curriculum Guide

ACTIVITY	NEW SKILLS
1 Welcome to [Your State]	<i>Enter text using text boxes</i> <i>Insert a new slide</i> <i>Run a slide show</i> <i>Save a presentation</i> <i>Print using handouts</i>
2 There's an App for That!	<i>Format text</i> <i>Change background color of slides</i> <i>Change text color</i> <i>Apply standard bullets</i>
3 Life or Debt: Tips on Saving and Investing	<i>Use numbered lists</i> <i>Format numbered lists</i> <i>Format bulleted lists</i> <i>Change line spacing</i>
4 Which Tablet is Right for You?	<i>Insert graphic images</i> <i>Resize graphic images</i>
5 Cyber Safety	<i>Insert WordArt</i> <i>Format WordArt</i> <i>Use AutoShapes/Shapes</i> <i>Apply gradient background</i>
6 Biography of Your Favorite Athlete	<i>Use a graphic as a background</i> <i>Insert a table</i> <i>Format a table</i>
7 Movie Review	<i>Hyperlink text to a Web page</i> <i>Add slide transition</i>
8 White House Tour	<i>Format text using a text effect</i> <i>Use the line tool</i> <i>Set up a slide show to loop continuously</i>
9 The Younger Years: My Life Up Until Now	<i>Create a custom color scheme</i> <i>Use the arrow tool</i>
10 Cars of the Future	<i>Create a slide master</i> <i>Insert a sound file</i>
11 The Best of 2012	<i>Insert action buttons</i> <i>Hyperlink action buttons</i> <i>Format action buttons</i>

Curriculum Guide

ACTIVITY	NEW SKILLS
12 Who's Your Hero?	<i>Insert a voice narration as an embedded file</i> <i>Format a column list</i> <i>Set tabs</i>
13 What's on Your Playlist?	<i>Play a CD audio track</i>
14 Interactive Children's Book	<i>Apply custom animation to graphics</i> <i>Apply a sound to an animation effect</i> <i>Change animation order</i> <i>Hide a graphic after custom animation</i>
15 The Job of My Dreams	<i>Align objects</i> <i>Group objects</i> <i>Set a hyperlink screen tip</i> <i>Hyperlink within a presentation</i>
16 Create a Fundraising Campaign	<i>Insert a video clip</i> <i>Time a video clip to run automatically</i>
17 Going Green	<i>Use a variety of draw tools and AutoShapes/Shapes</i> <i>Apply a design template</i>
18 I'm an Entrepreneur!	<i>Set automatic slide advancing</i>
19 How to Play Bananagrams	<i>Use text wrap</i> <i>Set a motion path to a graphic</i>
20 Extreme Makeover	<i>Use the pointer (pen) tool during a presentation (optional)</i> <i>Format the pointer tool</i>

Activities



1

Welcome to [Your State]

New Skills

1. Enter text using text boxes
2. Insert a new slide
3. Run a slide show
4. Save a presentation
5. Print using handouts

Activity Overview



.75 hours

Every state in this country has its own unique characteristics and attractions. What do you love about your state? What are its main attractions? Visitors to your state may want to learn about its local culture and history, get in touch with nature, perhaps visit its beaches or ski slopes, and do some sightseeing or shopping. In this activity, you will create a PowerPoint presentation that conveys some of the fun and interesting things one can see and do in your state.

Design Strategies

1. Before you begin, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating.
2. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this activity.
3. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as MYSTATE.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.

1 Welcome to [Insert the name of your state.]

2 Presented by: [Insert your name.]
[Insert the activity number and title.]
[Insert the current date.]

4. Insert slide 2



- a. Using separate text boxes, key the text as shown.

1 Where to Go?

2 Zoo: [Insert the name of a popular zoo in your state.]

Museum: [Insert the name of a popular museum in your state.]

Beach, lake, or river: [Insert the name of a popular beach, lake, or river in your state.]

Campground: [Insert the name of a popular campground in your state.]

National or state park: [Insert the name of a national or state park in your state.]



Welcome to [Your State]

5. Insert slide 3



a. Using separate text boxes, key the text as shown.

1	What to Do
2	<p>Whether you're looking to soak up some culture, get in touch with nature, or bond with your family, there are endless fun things to see and do in <i>[Insert the name your state.]</i>. Visit our Visitor Center for information about sightseeing, boating, amusement parks, guided tours, beaches, sporting events, hiking, game rooms, museums, shopping centers, restaurants, cultural events, and other tourist attractions.</p>

6. Insert slide 4



a. Using separate text boxes, key the text as shown.

1	Featured Cities
2	<p>The capital of <i>[Insert the name of your state.]</i> is <i>[Insert the name of the capital of your state.]</i>. Other major cities in <i>[Insert the name of your state.]</i> are <i>[Insert the names of at least two other major cities in your state.]</i>.</p>

7. Insert slide 5



a. Using separate text boxes, key the text as shown.

1	<i>[Insert the name of your state.]</i> Facts
2	<p>Population: <i>[Insert the current population of your state.]</i> Motto: <i>[Insert the state motto.]</i> Flower: <i>[Insert the state flower.]</i> Flag Colors: <i>[Insert the flag colors.]</i></p>

8. Insert slide 6



a. Using separate text boxes, key the text as shown.

1	Enjoy Your Stay!
2	<p>Please DO visit our state. The door is ALWAYS open!</p>

9. Resave the presentation.

10. Run the slide show and proofread your work carefully for accuracy, design, and format.

11. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

12. If required, present this presentation to your instructor and/or your class.

2

There's an App for That!

New Skills

1. *Format text*
2. *Change background color of slides*
3. *Change text color*
4. *Apply standard bullets*

Design Strategies

1. *Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.*
2. *Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.*
3. *Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.*

Activity Overview



.75 hours

“There’s an app for that!” – How many times have you heard that phrase? With over a half million apps available in almost every category, millions of people have downloaded billions of apps. And, many of them are free. In this activity, you will create a PowerPoint presentation that includes some of the most popular apps today.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as APPS.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Place text box 2 in the bottom right corner.

- c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Most Popular Apps of 2012

2



Presented by: *[Insert your name.]*
[Insert the activity number and title.]
[Insert the current date.]



2

There's an App for That!



4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Change the background of this slide to the color blue.
- c.** Format all of the text on this slide to the color white.
- d.** Format the list using standard bullets.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
Games

2
Temple Run
Words With Friends
Draw Something
Doodle Jump
Fruit Ninja



5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Change the background of this slide to the color green.
- c.** Format all of the text on this slide to the color white.
- d.** Format the list using standard bullets.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
Entertainment

2
Netflix
IMDb
ESPN ScoreCenter
Instapaper
Kindle



6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Change the background of this slide to the color purple.
- c.** Format all of the text on this slide to the color white.
- d.** Format the list using standard bullets.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
Social Networking

2
Facebook
Twitter
Google
AIM
Skype

7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Change the background of this slide to the color orange.
- c.** Format all of the text on this slide to the color white.
- d.** Format the list using standard bullets.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
Music and Photos

2
Mog
Pandora
SoundHound
Bloom
Camera+

2

There's an App for That!

8. Insert slide 6



a. Using separate text boxes, key the text as shown.



b. Change the background of this slide to the color brown.

c. Format all of the text on this slide to the color white.

d. Format the list using standard bullets.

e. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	On the Go
2	Kayak Yelp Around Me Weather Channel Word Lens

9. Insert slide 7



a. Using separate text boxes, key the text as shown.



b. Change the background of this slide to the color gray.

c. Format all of the text on this slide to the color white.

d. Format the list using standard bullets.

e. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Lifestyle
2	Amazon WebMD Mint PayPal Shop Savvy

10. Resave the presentation.

11. Run the slide show and proofread your work carefully for accuracy, design, and format.

12. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

13. If required, present this presentation to your instructor and/or your class.

Life or Debt: Tips on Saving and Investing

New Skills

1. Use numbered lists
2. Format numbered lists
3. Format bulleted lists
4. Change line spacing

Design Strategies

1. Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.
2. Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.
3. Select bullets that are appropriate to the content of the slide.
4. The presentation should be exciting and informative to keep your audience interested.
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



.75 hours

It's never too early to start saving. Teens with steady income should consider saving and investing a portion of that income on a regular basis. Savings are funds you set aside for items you'll need in the near future, such as to pay for a car and its related costs or for college expenses. These funds may be deposited into a savings account that provides easy access to the funds. Investments are funds set aside for the long-term, such as retirement. Invested funds are not so easily accessible and often carry a penalty for early withdrawal of the funds. Though your initial investment may not be much, the interest over time, in addition to amounts you add to the investment account, can leave you with a goldmine at retirement. In this activity, you will create a PowerPoint presentation that highlights tips on savings and investing.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as SAVINGS.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Place text box 2 in the bottom right corner.

- c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 Life or Debt: Tips on Saving and Investing



2 Presented by: [Insert your name.]
[Insert the activity number and title.]
[Insert the current date.]



3

Life or Debt: Tips on Saving and Investing

4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1

What is Saving?

2

Saving is the amount of money you put aside for future use and can only be achieved when you spend less than you earn. It is usually put aside temporarily for short-term use. To make saving easier, deposit into your savings account using automatic payroll deductions.

5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1

What is Investing?

2

Investing is the use of your savings to earn a financial gain. The objective with investments is to earn money with money. Investing begins when savings are “permanent” rather than temporary.

6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 2 as a numbered list with a parenthesis.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1

Saving Tips for Teens

2

Pay attention to your minutes and texts.
Start saving early and often.
Pack your own lunch – it’s cheaper.
Educate yourself about saving and investing.
Form an investment club at your school and, as a group, learn how to save.

7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 3 as a numbered list with a parenthesis.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Start Saving Early for the Future

2

Use the Internet and financial institutions to determine the following:



3

How do I get started?
How much money should I invest?
What should I invest in?
What is the risk?

3

Life or Debt: Tips on Saving and Investing

8. Insert slide 6



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 3 using custom bullets.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **The Difference Between Saving and Investing**

2 **Saving:**

3 **Readily accessible**
 Preserve the principal
 No penalty for withdrawal
 Used to meet short-term goals and emergencies
 Lower rate of return on principal
 Lower risk
 Federally insured by FDIC

9. Insert slide 7



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 3 using custom bullets.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **The Difference Between Saving and Investing**
 (Continued)

2 **Investing:**

3 **Not readily accessible**
 Principal is at risk
 Penalty for early withdrawal
 Used to meet long-term goals
 Higher rate of return on principal
 Higher risk
 Not federally insured by FDIC

10. Insert slide 8

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Change the line spacing in text box 2 to double spaced.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Investment Practice**

2 **Try this:**
 Create a fantasy account of \$5,000 and track
 different investments for a year. This is a great
 way to learn how investments work without any
 financial risk on your end. Get your parents or a
 few friends involved in the fantasy account so
 that you can all learn from each other about the
 world of business and finance.

11. Resave the presentation.

12. Run the slide show and proofread your work carefully for accuracy, design, and format.

13. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

14. If required, present this presentation to your instructor and/or your class.

4

Which Tablet is Right for You?

New Skills

1. Insert graphic images
2. Resize graphic images

Design Strategies

1. Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.
2. Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.
3. For subheadings, use a slightly larger point size from the body text and slightly smaller than the headline text.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



1 hour

The concept of tablet PCs was first explored back in the 1960s. In 2011, worldwide sales of media tablets totaled nearly 63.6 million units, and in 2015, sales are projected to reach nearly 326 million units. So, the question is, with all of the makes and models of tablets available today, which one is right for you? In this activity, you will create a PowerPoint presentation that compares some of the more popular tablets on the market.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as TABLETS.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Place text box 2 in the bottom right corner.
- c. Insert a photo image of a tablet. If a photo is not available, use an equivalent clipart image.
- d. Resize the graphic image so it fits proportionately on the slide.
- e. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 Which Tablet is Right for You?

2 Presented by: [Insert your name.]
[Insert the activity number and title.]
[Insert the current date.]



4

Which Tablet is Right for You?

4. Insert slide 2



a. Using separate text boxes, key the text as shown.



b. Format text box 2 as a numbered list.

c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

5. Insert slide 3



a. Using separate text boxes, key the text as shown.



b. Center align text box 2.

c. Format text box 3 as a numbered list.

d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Top 5 Tablets

2

Apple iPad 2 - 32GB - \$599

Asus Eee Pad Transformer Prime - 32GB - \$500

Sony Tablet S - 32GB - \$500

Samsung Galaxy Tab 10.1 - 16GB - \$400

Barnes & Noble Nook Color - 16GB - \$250

1

Best Budget Tablets

2

Sometimes the “best” tablet just isn’t in the budget. Below is a review of the best budget tablets.

3

Amazon Kindle Fire – \$199 – outstanding entertainment value and ease of use.

Barnes & Noble Nook Tablet – \$199 – similar to the Kindle Fire, but with expansion slot for additional memory.

Samsung Galaxy Tab Wi-Fi – \$399 – offers affordability and horsepower.



Barnes & Noble Nook Color – \$249 – color touch-screen e-book reader that offers much of the functionality of an Android tablet.

Vizio Tablet VTAB1008 – \$280 – a great competitor, but lacks the speed and features of today’s best tablets.

4



Which Tablet is Right for You?

6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format the tablet specifications list in text box 2 and 3 using a checkmark as a bullet.
- c.** Place text box 3 to the right of text box 2.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Amazon Kindle Fire vs. iPad
2	Amazon Kindle Fire: Millions of songs (Amazon) TV shows Movies Books 16,000+ apps 7" screen 14.6 oz. 8GB
3	iPad: Millions of songs (iTunes) TV shows Movies Books 500,000+ apps 9.7" screen 1.33 lbs. 16-64GB

7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a photo image of the two tablets featured in this slide. If a photo is not available, use an equivalent clipart image.
- c.** Resize the graphic images so they fit proportionately on the slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Amazon Kindle Fire vs. Barnes & Noble Nook Color
2	Both are 7-inch tablets running customized versions of Android, 8GB of internal storage, 8-hour battery life, Wi-Fi, and similar dimensions and weight. Both boast a giant bookstore with periodicals, newspapers, and children's books. However, Amazon also offers music, movies, and TV shows in addition to its book library.

4

Which Tablet is Right for You?

8. Insert slide 6



a. Using separate text boxes, key the text as shown.



b. Format text box 2 as a numbered list.

c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 Questions to Consider Before Making Your Purchase

2 iPad or Android?

How much do you want to spend?

What size screen do you need?

Do you need mobile broadband?

Where will you get apps and content?

9. Resave the presentation.

10. Run the slide show and proofread your work carefully for accuracy, design, and format.

11. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

12. If required, present this presentation to your instructor and/or your class.

5

Cyber Safety

New Skills

1. Insert WordArt
2. Format WordArt
3. Use AutoShapes/Shapes
4. Apply gradient background

Design Strategies

1. Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.
2. Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.
3. The colors you choose for the gradient background should complement the color you have chosen for the text.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



1 hour

Cyber safety, also referred to as digital safety, Internet safety, and online safety, refers to the precautions you take when using the Internet to ensure that you, your personal information, and your computer remain safe. In this activity, you will use PowerPoint to educate your audience on cyber safety.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as CYBERSAFETY.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Place text box 2 in the bottom right corner.

- c. Apply a two-color gradient background to all slides.

- d. Format text box 1 using WordArt. Choose colors that coordinate well with the background of the slide and apply it to all slides.



- e. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Cyber Safety
2	Presented by: [Insert your name.] [Insert the activity number and title.] [Insert the current date.]





Cyber Safety

4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a graphic image that best illustrates the content of this slide.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1	Cyber Safety Concerns
2	Computer Safety – how to protect your computer against hackers, viruses, spam, and bugs.
3	Identity Theft – how to keep your personal information (address, birth date, social security number, etc.) safe from identity thieves.
4	Cyber Bullying – how to protect yourself from harassment and embarrassment on social networking sites.

5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Using the AutoShapes/Shapes tool, insert an arrow to the left of each risk in the list.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Computer Safety Risks
2	If left unprotected, your computer could fall victim to: Viruses or worms Email spam and viruses Hackers who “hi-jack” your computer files Pop-up ads File and software infections

6. Insert slide 4



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Using the AutoShapes/Shapes tool, insert an arrow to the left of each tip in the list.
- c.** Place text box 3 to the right of text box 2.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Computer Safety Tips
2	NEVER: Click on pop-up ads Open emails unless you know the sender Open email attachments until scanned for viruses Install downloadable freeware or software unless you trust the source
3	ALWAYS: Perform regular backups of your files Use anti-virus software to thoroughly scan your computer if you suspect something is wrong Use Internet security software and a firewall

5

Cyber Safety

7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Using the AutoShapes/Shapes tool, insert an arrow to the left of each risk in the list.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Identity Theft Risks

2

Your credit card information can be stolen.

A phone or wireless service may be set up in your name without permission.



Money may be electronically moved from your bank account.

Your social security number or driver's license may be used for illegal purposes.

Fraudulent tax returns may be filed in your name.

Your reputation could be ruined online due to a false profile being set up in your name.

8. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Using the AutoShapes/Shapes tool, insert an arrow to the left of each tip in the list.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Identity Theft Safety Tips

2

Choose a password that you will remember and include a combination of uppercase and lowercase letters, numbers, and symbols.

Avoid obvious passwords, such as your birth date, pet name, license plate number, etc.

Don't share usernames and passwords with anyone.

Only use sites that post their privacy policy.

Avoid filling out questionnaires forwarded to you.

If your identity is stolen, contact your credit card company or bank immediately.

Review your financial and credit card statements carefully and frequently.

Cyber Safety

9. Insert slide 7



a. Using a text box, key the text as shown.



b. Insert a graphic image that best illustrates the content of the slide.

c. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Stay Cyber Safe!

10. Resave the presentation.

11. Run the slide show and proofread your work carefully for accuracy, design, and format.

12. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

13. If required, present this presentation to your instructor and/or your class.

6

Biography of Your Favorite Athlete

New Skills

1. Use a graphic as a background
2. Insert a table
3. Format a table

Design Strategies

1. Before you begin, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating.
2. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this activity.
3. Choose an athlete that inspires you in some way.
4. Scan pictures of your favorite athlete to use in your presentation (optional).
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



1.5 hours

In most social situations, a topic that is generally a surefire conversation starter is sports. Although not everyone is a sports fan, many people are, and most have a team or a favorite athlete that they are passionate about. Some may follow their personal lives and careers online, in magazines, and on television, while others try to imitate them and buy their jerseys or use the same brand of equipment that they use. In this activity, you will create a PowerPoint presentation about your favorite athlete.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as ATHLETE.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Insert a photo image of your favorite athlete as a background image. If a photo is not available, use an equivalent clipart image.

- c. Place text box 3 in the bottom right corner.

- d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

My Favorite Athlete

2

[Insert the name of your favorite athlete.]
*[Insert the name of the team and/or sport.]**
*[Insert the name of your favorite athlete's position on the team.]**
*[*If your favorite athlete participates in individual (not team) competition, then insert only the name of the sport.]*



3

Presented by: *[Insert your name.]*
[Insert the activity number and title.]
[Insert the current date.]





Biography of Your Favorite Athlete

4. Insert slide 2

-  a. Using separate text boxes, key the text as shown.
-  b. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

- 1 **How it Happened**
- 2 *[Compose a three to four sentence paragraph about what inspired your favorite athlete to get involved with his/her sport (family history of playing that sport, an event or conversation from childhood, played that sport in college, etc.).]*



5. Insert slide 3

-  a. Using separate text boxes, key the text as shown.
-  b. Insert a photo image of the athlete's reaction to winning/losing a competition. If a photo is not available, use an equivalent clipart image.
- c. Below text box 2, insert a 2-column by 4-row table as shown. Key the column headings and complete the data required for the remaining cells.
- d. Shade the first row of the table to emphasize the column headings.
- e. Resize the text, rows, and columns so that the table fits proportionately on the slide.
- f. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

- 1 *[Insert the name of your favorite athlete.]*'s Major Accomplishments
- 2 *[Research your favorite athlete's top three most notable accomplishments within the sport and insert the information in a 2-column by 4-row table as shown below. Key the column headings and complete the data required for the remaining cells.]*



Accomplishment	Year

6. Insert slide 4

-  a. Using separate text boxes, key the text as shown.
-  b. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

- 1 **Famous Quote**
- 2 *[Insert one or more famous (or not so famous) quotes stated by your favorite athlete.]*

7. Insert slide 5



-  a. Using separate text boxes, key the text as shown.
-  b. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

- 1 *[Insert the athlete's name.]*'s Hobbies and Interests
- 2 *[Compose a three to four sentence paragraph about your favorite athlete's hobbies and interests outside of his/her sport.]*

6



Biography of Your Favorite Athlete

8. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1	Personal Life
2	<i>[Compose a three to four sentence paragraph about your favorite athlete's personal life (single or married); names of children, if any; write about relationship he/she has with family members or famous friends; write about the charities he/she supports.]</i>

9. Insert slide 7

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 2 using custom bullets that depict the sport in which your favorite athlete plays. For example, use a football, baseball, tennis racquet, ski, ice skate, surfboard, etc.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Other Interesting Tidbits
2	<i>[Insert a list of at least four interesting facts you found about your favorite athlete.]</i>

10. Insert slide 8

-  **a.** Using a text box, key the text as shown.
-  **b.** Insert a minimum of three to four photos of your favorite athlete playing the sport. If photos are not available, use equivalent clipart images.
- c.** Resize the images so that they fit proportionately on the slide.
- d.** Add a photo caption below each image.
- e.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- f.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Photo Gallery
---	----------------------

11. Resave the presentation.

12. Run the slide show and proofread your work carefully for accuracy, design, and format.

13. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

14. If required, present this presentation to your instructor and/or your class.

Movie Review

New Skills

1. Hyperlink text to a Web page
2. Add slide transition

Design Strategies

1. Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.
2. Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.
3. Since there are some slides with a lot of text, you may want to increase the number of slides you are using.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



1.5 hours

Writing a movie review can be both fun and challenging. The first step, of course, is to see the movie in its entirety. While viewing the movie, it may be helpful to take brief notes of what you like and dislike about the movie as a whole and also about various scenes in the movie. In this activity, you will create a PowerPoint presentation that reviews a movie you have recently seen.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as MOVIEREVIEW.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Insert a graphic image from the movie as a background image. If a graphic image is not available, use an equivalent clipart image.

- c. Place text box 3 in the bottom right corner.

- d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



- | | |
|---|--|
| 1 | Movie Review |
| 2 | This presentation is a review of the movie entitled [Insert the name of the movie.] released in [Insert the release date of the movie]. |
| 3 | Presented by: [Insert your name.]
[Insert the activity number and title.]
[Insert the current date.] |



7



Movie Review

4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Change the background color of this slide to a color that correlates with the colors in the background image used in slide 1.
- c.** Hyperlink the words “Click here” in text box 3 to the movie Trailer at *rottentomatoes.com* or another similar Web site.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	<i>[Insert the name of the movie.] Summary</i>
2	<i>[Compose a three to four sentence introductory paragraph about the movie. The paragraph should include:</i> - <i>The director of the movie</i> - <i>Genre of the movie – comedy, drama, horror, etc.</i> - <i>Setting or location of the movie</i> - <i>Name(s) of the main character(s) and the actors who portrayed them</i> - <i>A brief summary of the plot.]</i>
3	Click here to go to the Trailer for <i>[Insert the name of the movie.]</i>

5. Insert slide 3



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Change the background color of this slide to the background color used in slide 2.
- c.** Hyperlink the words “Click here” in text box 3 to the movie Trailer at *rottentomatoes.com* or another similar Web site.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Thumbs Up!
2	<i>[Compose two (three to four sentence) paragraphs about what you liked about the movie and why. Include the following in your review:</i> - <i>Overall acting (be specific by including actors/ characters names)</i> - <i>Overall directing</i> - <i>Plot of the movie (don't give away the ending)</i> - <i>Music, costumes, scenery, etc.]</i>
3	Click here to go to the Trailer for <i>[Insert the name of the movie.]</i>

7



Movie Review

6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Change the background color of this slide to the background color used in slide 2.
- c.** Hyperlink the words “Click here” in text box 3 to the movie Trailer at *rottentomatoes.com* or another similar Web site.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Thumbs Down!
2	<i>[Compose two (three to four sentence) paragraphs about what you disliked about the movie and why. Include the following in your review:</i> - Overall acting (be specific by including actors/ characters names) - Overall directing - Plot of the movie (don't give away the ending) - Music, costumes, scenery, etc.]
3	Click here to go to the Trailer for <i>[Insert the name of the movie.]</i>

7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Change the background color of this slide to the background color used in slide 2.
- c.** Hyperlink the words “Click here” in text box 3 to the movie Trailer at *rottentomatoes.com* or another similar Web site.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	In My Opinion:
2	<i>[Compose a three to four sentence paragraph that summarizes your general viewpoint about the movie. An example of how to begin this paragraph: “The movie was exciting and the special effects were stellar, but the acting was not what is expected from these prominent actors.”]</i>
3	Click here to go to the Trailer for <i>[Insert the name of the movie.]</i>

- 8.** Apply the same slide transition to each slide.
- 9.** Set up the slide show to advance to the next slide by mouse click.
- 10.** Resave the presentation.
- 11.** Run the slide show and proofread your work carefully for accuracy, design, and format.
- 12.** Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.
- 13.** If required, present your presentation to your instructor and/or your class.



White House Tour

New Skills

1. Format text using a text effect
2. Use the line tool
3. Set up a slide show to loop continuously

Design Strategies

1. Before you begin, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating.
2. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this activity.
3. Find graphic images that entice your audience to want to visit the White House.
4. Choose a font (typeface) and color(s) that are associated with the White House; e.g. red, white, and blue.
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.



Activity Overview



.75 hours

One of the most exciting places to visit in this country is the historic White House, the official home of the President of the United States. Built between 1792 and 1800, every President since John Adams has lived there. It is a sprawling 132-room mansion. Public tours of the White House are available, but they must be arranged in advance through the office of your state congressman or senator. In this activity, you will create a PowerPoint presentation about taking a tour of the White House. Assume that your audience is a group of students planning a field trip to the White House.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as WHITEHOUSE.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.





- b. Format text box 1 using a text effect such as shadow or emboss.
- c. Place text box 2 in the bottom right corner.
- d. Place text box 3 in the bottom left corner.
- e. Insert a photo or clipart image of the White House.
- f. Hyperlink the words "Click here" in text box 3 to the Web site whitehouse.gov.
- g. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	The White House
2	Presented by: [Insert your name.] [Insert the activity number and title.] [Insert the current date.]
3	Click here to go to the White House Web site.

White House Tour

4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 1 using a text effect.
- c.** Format text box 2 using standard bullets.
- d.** Insert a photo image of the Oval Office. If a photo is not available, use an equivalent clipart image.
- e.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- f.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Oval Office Facts

2

Located in West Wing



President's primary workspace

Each new President redecorates to suit their taste

Location allows for easy access to staff

Location allows the President to privately go to his residence within the White House

5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 1 using a text effect.
- c.** Format text box 2 using standard bullets.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Rooms in The White House

2

Entrance and Cross Halls

Blue Room

East Room



Diplomatic Room

Green Room

Red Room

State Dining Room

6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 1 using a text effect.
- c.** Below text box 1, use the line tool to draw a line to divide the slide in half vertically.
- d.** Place text box 2 to the left of the vertical line.
- e.** Place text box 3 to the right of the vertical line.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Amenities

2

132 rooms

35 bathrooms

6 levels

412 doors

147 windows

28 fireplaces

8 staircases

3

3 elevators

5 full-time chefs

tennis court

jogging track

swimming pool



movie theater

bowling lane



White House Tour

7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 1 using a text effect.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1 **What You Need To Know...**

2 **Public tours of the White House are available from 7:30 to 11 a.m. Tuesday through Thursday, 7:30 a.m. to noon on Fridays, and 7:30 a.m. to 1 p.m. on Saturdays. All White House tours are free of charge. Here's what you need to do to schedule a tour:**

[Compose a four to five sentence paragraph that includes the following information:

- *How far in advance of the visit the tour needs to be scheduled*
- *How to submit a request for a White House tour*
- *What items visitors are prohibited from taking on the tour*
- *What forms of I.D. are accepted.]*

8. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 1 using a text effect.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Don't Leave Without a Souvenir**

2 **To complete your White House experience, be sure to visit the White House Gift Shop at 529 14th Street, NW, just one block from the White House!**

- 9.** Set up the slide show to loop continuously until stopped manually by pressing the escape key (Esc).
- 10.** Resave the presentation.
- 11.** Run the slide show and proofread your work carefully for accuracy, design, and format.
- 12.** Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.
- 13.** If required, present this presentation to your instructor and/or your class.

The Younger Years: My Life Up Until Now

New Skills

1. Create a custom color scheme
2. Use the arrow tool

Activity Overview



1-2 hours

Childhood is a magical time—a time for fun and games, and a time for learning and character development. Reminisce about your early years, where you grew up, your elementary school, your friends, your teachers, and your favorite places. In this activity, you will create a PowerPoint presentation in which you will share your childhood memories with an audience of your family and friends.

Design Strategies

1. Before you begin, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating.
2. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this activity.
3. When choosing the color scheme, use colors that are a reflection of your personality or career choice.
4. The presentation should be a good balance of text and graphics.
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as YOUNGERYEARS.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Place text box 2 in the bottom right corner.
- c. Using colors that reflect your personality, create a custom slide color scheme and apply it to all slides.
- d. Insert a graphic image that depicts you and your childhood. For example, a clipart image of a child with a parent or teacher, or a child at play.

- e. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Back Pedal:
The Early Years of My Life

2



Presented by: [Insert your name.]
[Insert the activity number and title.]
[Insert the current date.]



9



The Younger Years: My Life Up Until Now

4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a graphic image of the state where you spent most (or all) of your childhood.
- c.** Using the arrow tool, point to the city or town where you spent most (or all) of your childhood.
- d.** Place text box 3 near the arrow pointing to the city or town where you spent most (or all) of your childhood.
- e.** Format text box 3 so that it can be easily read.
- f.** Resize the graphic image so that it is in proportion to the other elements on this slide.
- g.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- h.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1	Early Years
2	I spent most of my childhood in <i>[Insert city and state.]</i> .
3	I lived here!

5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a graphic image of an elementary school and include the name of your elementary school underneath.
- c.** Resize the graphic image so that it is in proportion to the other elements on this slide.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Elementary School
2	I went to elementary school at <i>[Insert the name of the elementary school you attended.]</i> . <i>[Insert your kindergarten teacher's name.]</i> was my kindergarten teacher. My favorite subject in elementary school was <i>[Insert your favorite school subject.]</i> . One of my best friends in elementary school was <i>[Insert the name of one of your best friends.]</i> .



6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert at least one or more graphic images to help illustrate the content of this slide.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	My Influences
2	<i>[Compose a three to five sentence paragraph that describes the person(s) that had the most influence on you and why.]</i>



The Younger Years: My Life Up Until Now

7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format the list in text box 2 using standard bullets.
- c.** Using the arrow tool, point to the three personal qualities in the list that best describe your personality.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	My Personal Qualities
2	<p>The qualities that best describe me are:</p> <ul style="list-style-type: none"> Hardworking Organized Motivated Friendly Honest Competitive Adventurous Confident Trustworthy Responsible Calm Practical Funny Realistic Smart

8. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a photo image of yourself (if available).
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Look At Me Now!
2	<p><i>[Write a four to five sentence paragraph that describes your hobbies and interests today. If an event or person sparked your interest in these activities, talk about that, too.]</i></p>

9. Apply a slide transition to each slide.

10. Resave the presentation.

11. Run the slide show and proofread your work carefully for accuracy, design, and format.

12. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

13. If required, present this presentation to your instructor and/or your class.

10

Cars of the Future

New Skills

1. Create a slide master
2. Insert a sound file

Design Strategies

1. Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.
2. Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.
3. Choose sound files that relate to automobiles.
4. Visit www.futurecars.com as a starting point for your research.
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



.75 hours

Film makers have speculated about cars of the future for decades, while scientists and researchers have worked to actually develop them. Some of the ideas they're currently working on are self-driving cars, "friendly" cars, solar cars, and the ones that are more familiar to us – the electric and hybrid cars. In this activity, you will create a PowerPoint presentation that highlights the latest future car concepts.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as FUTURECARS.
3. Create a master slide.



- a. Key the text as shown in the footer of the slide master.



- b. Format the master title area using a text effect.

- c. Apply a gradient background.

- d. Draw a horizontal line approximately 1 inch from the bottom of the slide.

- e. Insert a graphic image of an automobile in the right section of the footer.

- f. Left align the date, center align the middle section, and right align the graphic image in the footer.

[Current date]	Future Cars	[Graphic image]



Cars of the Future

4. Insert slide 1

- Using separate text boxes, key the text as shown.
- Place text box 2 in the bottom right corner.
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
Cars of the Future

2
Presented by: *[Insert your name.]*
[Insert the activity number and title.]
[Insert the current date.]

5. Insert slide 2

- Using separate text boxes, key the text as shown.
- Below text box 3, insert a 3-column by 6-row table as shown. Key the column headings and complete the data required for the remaining cells.
- Insert a sound file of a car screeching across the slide.
- Resize the text, rows, and columns so that the table fits proportionately on the slide.
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
Hollywood Cars

2
We may not be able to drive them (yet) in real life, but we can marvel at them in the movies or on TV!

3
Five very famous futuristic cars from both current and past movies and TV series are:

Name of Movie or TV Series	Name of Car	Most Unique Feature(s)

6. Insert slide 3

- Using separate text boxes, key the text as shown.
- Format the new features in text box 2 using custom bullets.
- Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1
Smart, Friendly Cars

2
When you hear the words "smart" and "friendly," you generally associate them with a person, not a car, but today's scientists and engineers are dreaming up smarter, more efficient, and yes, even friendlier cars. Some of the new features are cars that:
Park themselves
Remind the driver to take medication
Send a text message reminding the driver to plug it in
Communicate with other cars, driver's phone, driver's computer
Help the driver to save energy
Watch out for other cars and pedestrians

10

Cars of the Future

7. Insert slide 4



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Can a Car Really Do That?**

2 **Scientists are getting closer to rolling out the first self-driving car, quite possibly within the next few years. Self-driving cars won't be distracted by phone calls, texts, and other electronic devices. Also, they will detect other cars and obstacles to avoid accidents. There are already cars on the market today that take control of the wheel to help drivers to parallel park! They are:**

[Insert the names of at least three self-parking cars on the market today.]

8. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert photo images of at least three future solar cars. If photos are not available, use equivalent clipart images.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1 **Solar Cars**

2 *[Compose a three to five sentence paragraph about solar cars. Your paragraph should include:*

- *How do they work?*
- *Are they currently on the market?*
- *How much do they cost?*
- *Who manufactures them?*
- *Include other interesting facts about solar cars.]*

3 *[Insert at least three photo images of future solar cars.]*

9. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format the list of challenges in text box 2 as standard bullets.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Flying Cars**

2 **Flying cars may be a thing of the not so far away future. However, flying cars face a number of challenges:**

- They must be able to use current roads and runways**
- Owners must not be required to have a pilot's license**
- They must meet FAA regulations**
- They must be fuel efficient and economical**
- Renewable fuels must power these vehicles**

Cars of the Future

10. Insert slide 7



a. Using separate text boxes, key the text as shown.



b. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Automotive Future: Circa 2050

2

[Using your imagination, compose a four to six sentence paragraph about what you think automobiles will be like in 2050. Your paragraph should include what you think it will be like driving in cities, the types of fuel that will be allowed, the size, capabilities, and features of the cars, and any other interesting predictions.]

11. Insert slide 8



a. Insert a photo image of each of the following types of cars: solar, flying, electric. Also, include a photo image of a car from the year 2050. If a photo is not available, use an equivalent clipart image.

b. Insert a sound file to enhance the effectiveness of this slide.

c. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

[Insert a photo image of a solar, flying, and electric car. Also insert a photo image of a car from the year 2050.]

12. Resave the presentation.

13. Run the slide show and proofread your work carefully for accuracy, design, and format.

14. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

15. If required, present this presentation to your instructor and/or your class.

11

The Best of 2012

New Skills

1. Insert action buttons
2. Hyperlink action buttons
3. Format action buttons

Activity Overview



1 hour

It's always interesting to log onto the Internet to learn what the most popular items and trends are, such as the most popular albums, songs, baby names, movies, cars, television shows, books, vacation destinations, and other categories. In this activity, you will create a PowerPoint presentation that showcases what made it to the top in a variety of categories for 2012.

Design Strategies

1. Before you begin, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating.
2. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this activity.
3. Choose graphic images that are consistent with the overall look of the presentation.
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as 2012BEST.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Place text box 3 in the bottom right corner.



- c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	The Best of 2012
2	A Presentation on What Made It Big in 2012
3	Presented by: <i>[Insert your name.]</i> <i>[Insert the activity number and title.]</i> <i>[Insert the current date.]</i>





The Best of 2012

4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a photo image of an album. If a photo is not available, use an equivalent clipart image.
- c.** Insert a right arrow action button in the bottom right corner.
- d.** Place text box 2 below the action button in the bottom right corner.
- e.** Format the colors of the action button to coordinate with the overall look of the slide.
- f.** Edit the action button to hyperlink to the next slide.
- g.** Format text box 3 as a numbered list.
- h.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- i.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a photo image of a vehicle. If a photo is not available, use an equivalent clipart image.
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Format text box 2 as a numbered list.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1	Best Songs of 2012
2	Throughout this presentation, click the arrow button to advance to the next slide.
3	We Are Young (fun.) Payphone (Maroon 5) Boyfriend (Justin Bieber) Glad You Came (The Wanted) Wild Ones (Flo Rida) Call Me Maybe (Carly Rae Jepsen)

1	Best Selling Vehicles of 2012
2	Ford F-Series Toyota Camry Nissan Altima Chevrolet Silverado Honda CR-V Toyota Prius Ford Fusion

11



The Best of 2012

6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a photo image of a map. If a photo is not available, use an equivalent clipart image.
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Format text box 2 as a numbered list.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Destinations Most Searched for on MapQuest.com in 2012
2	Grand Canyon Disneyland Union Station Yellowstone National Park Universal Studios Mount Rushmore Lake Tahoe



7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a photo image of a baby. If a photo is not available, use an equivalent clipart image.
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Format text boxes 2 and 3 as numbered lists.
- f.** Place text box 3 to the right of text box 2.
- g.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- h.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Top Girl and Boy Baby Names of 2012
2	Girl: Sophia Emma Isabella Olivia Ava Lily Elizabeth
3	Boy: Aiden Jackson Mason Liam Jacob Michael Ethan



The Best of 2012

8. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a photo image of a book. If a photo is not available, use an equivalent clipart image.
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Format text box 2 as a numbered list.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1	Books Made Into Movies in 2012
2	The Hunger Games The Lorax The Lucky One Breaking Dawn The Hobbit The Book of Pi The Vow

9. Insert slide 7

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a photo image of a television. If a photo is not available, use an equivalent clipart image.
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Format text box 2 as a numbered list.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Top New TV Shows in 2012
2	Smash - NBC Alcatraz - FOX Awake - NBC The River - ABC Jane By Design - ABC Life's Too Short - HBO Touch - FOX

10. Insert slide 8



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a photo image of a cat. If a photo is not available, use an equivalent clipart image.
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Format text box 2 as a numbered list.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Top Cat Names of 2012
2	Sammy Lily Midnight Sophie Angel Princess Simba

11

The Best of 2012

11. Insert slide 9

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a photo image of a sporting event as a background. If a photo is not available, use an equivalent clipart image.
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Format text box 2 as a numbered list.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Most-Viewed Sporting Events of 2012

2

Super Bowl XLVI: NY Giants v. New England Patriots - February 5, 2012 - 111,346,000 viewers

NCAA Football Championship: Alabama v. LSU - January 1, 2012 - 24,214,000 viewers

Final Four Men's Basketball: Kentucky v. Kansas - April 2, 2012 - 20,689,000 viewers



NBA Finals: Oklahoma City Thunder v. Miami Heat - June 19, 2012 - 16,670,000 viewers

Kentucky Derby: May 5, 2012 - 14,800,000 viewers

Daytona 500: February 27, 2012 - 13,689,000 viewers

MLB-All-Star Game: July 10, 2012 - 10,900,000 viewers

12. Insert slide 10

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 2 as a numbered list.
- c.** Insert a photo image that pertains to one of the Web sites on the slide. If a photo is not available, use an equivalent clipart image.
- d.** Insert the "home" action button in the bottom right corner.
- e.** Place text box 3 below the action button in the bottom right corner.
- f.** Format the colors of the action button to coordinate with the overall look of the slide.
- g.** Edit the action button to hyperlink to the first slide.
- h.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- i.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

"Cutest" Web Sites of 2012

2

Daily Squee: www.squee.icanhascheezburger.com

Attack of the Cute: www.attackofthecute.com

Things That Make You Go Aaah: www.thingsthatmakeyougoaahh.com

Cute Overload: www.cuteoverload.com

Baby Animalz: www.babyanimalz.com

Zooborns: www.zooborns.com

3

Click the button above to return to the first slide.

13. Resave the presentation.

14. Run the slide show and proofread your work carefully for accuracy, design, and format.

15. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

16. If required, present this presentation to your instructor and/or your class.

Who's Your Hero?

12

New Skills

1. Insert a voice narration as an embedded file
2. Format a column list
3. Set tabs

Activity Overview



1.5 - 2 hours

It's nice to have someone to look up to, respect, be inspired by, and to emulate – a hero! Heroes inspire us to attempt the impossible, overlook what's not important, and to move on toward our goals. Heroes may be sports figures, celebrities, politicians and world leaders, but more often than not, heroes are family members and everyday people. In this project, you will create a PowerPoint presentation about the person you consider to be your hero.

Design Strategies

1. Before you begin, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating.
2. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this activity.
3. Obtain pictures of your hero and scan them to use in your presentation (optional).
4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as MYHERO.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Place text box 2 in the bottom right corner.

- c. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

- d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1	Who's My Hero?
2	Presented by: <i>[Insert your name.]</i> <i>[Insert the activity number and title.]</i> <i>[Insert the current date.]</i>



12

Who's Your Hero?



4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
What Is a Hero?

2
[Using a dictionary or the Internet, include three different definitions of the word hero.]

5. Insert slide 3



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Setting tabs, format text box 2 as a three-column list.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
Hero Possibilities

2

Mom	Dad	Grandmother
Grandfather	Author	Politician
Brother	Sister	Aunt
Uncle	Cousin	Member of Military
Celebrity	Athlete	Friend
World Leader	Teacher	Coach
Character	Musician	Everyday Person

6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Below text box 1, use the line tool to divide the slide in half vertically.
- c.** Place text box 2 on the right half of the slide.
- d.** Insert a photo image of your hero to the left of the line. If a photo is not available, use an equivalent clipart image.
- e.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- f.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1
My Hero

2
My Hero is [Insert the first and last name, and his/her profession, or relationship to you.].

Who's Your Hero?

7. Insert slide 5



a. Using separate text boxes, key the text as shown.



b. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

About My Hero

2

[Compose a five to seven sentence paragraph that includes the following information about your hero:

- Your hero's name, age, and address

- The reasons why this person is your hero

- Your hero's accomplishments.]

8. Insert slide 6



a. Using separate text boxes, key the text as shown.



b. Insert a voice narration of your voice speaking your hero's most famous quote or saying as an embedded object.

c. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

[Insert hero's name.]'s Most Famous Quote or Most Frequent Saying

2

[Insert hero's name.] is best known for this quote: [Insert hero's quote or saying.]

9. Insert slide 7



a. Using a text box, key the text as shown.



b. Insert three photo images of your hero. If your hero is a family member, scan in the photo images (if available).

c. Add a caption or bubble thought to each image.

d. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

e. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

My Photo Album

10. Resave the presentation.

11. Run the slide show and proofread your work carefully for accuracy, design, and format.

12. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

13. If required, present this presentation to your instructor and/or your class.

13

What's on Your Playlist?

New Skills

1. Play a CD audio track (optional)

Design Strategies

1. Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.
2. Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.
3. Pay close attention to the formatting instructions for each slide in the presentation.
4. Select custom bullets that are appropriate to the content of the slide.
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



1 hour

What's on your playlist? Is it organized by artist, genre, mood, or just haphazardly? The right music at the right time can help boost your mood, get you pumped up for the big game, calm you down to enable you to face stressful situations, or invoke a peaceful, happy state of mind. In this activity, you will create a PowerPoint presentation that suggests ways to organize your playlist.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as PLAYLIST.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Insert a photo image of a device that uses playlists (iPad, iPod, tablet). If a photo is not available, use an equivalent clipart image.

- c. Place text box 3 in the bottom right corner.

- d. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.



- e. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	What's on Your Playlist?
2	A Presentation on Ways to Organize Your Favorite Music
3	Presented by: [Insert your name.] [Insert the activity number and title.] [Insert the current date.]





What's on Your Playlist?

4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 2 as standard bullets.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text boxes 2 and 3 as custom bullets.
- c.** Below text box 1, use the line tool to draw a line to divide the slide in half vertically.
- d.** Place text box 2 to the left of the vertical line.
- e.** Place text box 3 to the right of the vertical line.
- f.** Below text box 4, insert a 3-column by 5-row table as shown. Key the column headings and complete the data required for the remaining cells.
- g.** Shade the first row of the table to emphasize the column headings.
- h.** Resize the text, rows, and columns so that the table fits proportionately on the slide.
- i.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- j.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 Questions to Ask Yourself before Organizing Your Playlist

- 2 Do I want to organize by mood?
Do I want to organize by artist?
Do I want to organize by genre?
Do I want to organize by activity?

1 Organize Your Playlist by Genre

2 Alternative
Blues
Classical
Comedy
Country
Dance
Disney
Easy Listening
Hip-Hop/Rap
Holiday

3 Instrumental
Jazz
Latino
New Age
Pop
R&B/Soul
Reggae
Rock
Singer/Songwriter
Soundtrack



4 My favorite genres to group the songs on my playlist are:

Genre	My Favorite Song	Artist

13



What's on Your Playlist?

6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 3 as standard bullets.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1	Organize Your Playlist by Artist
2	My favorite artists are:
3	<i>[Insert a list of your top 5 favorite artists to use as categories for your playlist.]</i>

7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text boxes 2 and 4 as standard bullets.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Organize Your Playlist by Activity
2	Driving to school/work Working out Getting psyched before the big game Calming down before delivering a speech Winding down before bedtime Getting ready to go out with friends
3	My favorite activities to group the songs on my playlist into are:
4	<i>[Insert a list of your top 5 favorite activities to use as categories for your playlist.]</i>

8. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format the list in text box 2 as standard bullets.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Sample Mood-Changing/Mood-Enhancing Songs
2	Relaxation – <i>[Insert your favorite "Relaxation" song.]</i> Pick-Me-Up – <i>[Insert your favorite "Pick-me-Up" song.]</i> Before the Big Game – <i>[Insert your favorite "Pre-game" song.]</i> Positive Energy – <i>[Insert your favorite "Positive Energy" song.]</i> Workout – <i>[Insert your favorite "Workout" song.]</i> Before Bedtime – <i>[Insert your favorite "Bedtime" song.]</i>

What's on Your Playlist?

9. Insert slide 7



a. Using separate text boxes, key the text as shown.



b. Insert the audio track of your favorite song on your playlist.

c. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

¹ My absolute FAVORITE SONG (the one I play the most!) on my playlist is:

² *[Insert the name of your favorite song.]*

10. Resave the presentation.

11. Run the slide show and proofread your work carefully for accuracy, design, and format.

12. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

13. If required, present this presentation to your instructor and/or your class.

14

Interactive Children's Book

New Skills

1. Apply custom animation to graphics
2. Apply a sound to an animation effect
3. Change animation order
4. Hide a graphic after custom animation

Design Strategies

1. Before you begin, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating.
2. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this activity.
3. Use graphic images that are appropriate to the slide content.
4. Use a "fun" font (typeface) that captures the attention of your audience.
5. Select colors that reflect the book's tone.
6. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



1.5 - 2 hours

Interactive children's books are informative, fun, and a great learning tool. They can be read on many different electronic devices (computers, tablets, iPads, etc.). In this activity, you will create a PowerPoint presentation of an interactive book for young children.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as CHILDRENSBOOK.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Apply a background color to all slides.

- c. Format text box 1 using WordArt.

- d. Insert a graphic image (boy or girl) to depict the main character in the book.

- e. Place text box 4 in the bottom right corner.

- f. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Say Aaaaaah!
2	An Interactive Book for Pre-school Children
3	Hi, my name is [Insert a first name for the main character.]. I am five and a half years old and I have a story to tell you.
4	Presented by: [Insert your name.] [Insert the activity number and title.] [Insert the current date.]



Interactive Children's Book

4. Insert slide 2



a. Using a text box, key the text as shown.



b. Insert a graphic image of a child and a doctor.

c. Insert a right arrow action button in the bottom right corner.

d. Format the colors of the action button to coordinate with the overall look of the slide.

e. Edit the action button to hyperlink to the next slide.

f. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

g. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

¹ I told my mommy my throat hurt, so she took me to see the doctor. He asked me to say "Aaaaaah," then told me the bad news... my tonsils needed to come out!

5. Insert slide 3



a. Using a text box, key the text as shown.



b. Insert a graphic image of a hospital building.

c. Copy/paste the action button from the previous slide and place it in the bottom right corner.

d. Edit the action button to hyperlink to the next slide.

e. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

f. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

¹ Soon after my visit with the doctor, I went to the hospital to have my tonsils taken out.

6. Insert slide 4



a. Using a text box, key the text as shown.



b. Insert a graphic image of a nurse and a graphic image of ice cream.

c. Copy/paste the action button from the previous slide and place it in the bottom right corner.

d. Edit the action button to hyperlink to the next slide.

e. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

f. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

¹ I was a little bit afraid, but the nice nurse said, "There's nothing to be afraid of. You'll be just fine. And, afterwards, you can eat all the ice cream you want!"

14

Interactive Children's Book

7. Insert slide 5



a. Using a text box, key the text as shown.



b. Insert at least three graphic images of get well cards.

c. Resize the graphic images so that they are in proportion to the other elements on this slide.

d. Apply a different custom animation to each get well card.

e. Copy/paste the action button from the previous slide and place it in the bottom right corner.

f. Edit the action button to hyperlink to the next slide.

g. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

h. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 When I got home, there were lots of get well cards from my friends Mollie, Sam, Lauren, Buster, and Aggie.

8. Insert slide 6



a. Using separate text boxes, key the text as shown.



b. Insert a graphic image (boy or girl) of each friend that is introduced in text boxes 2 through 6.

c. Custom animate text box 2 to enter *on mouse click*.

d. Custom animate the graphic of Mollie to enter *after previous* with a sound effect and to *fade on exit*.

e. Repeat steps c. and d. for text boxes 3 through 6 and their corresponding images so that they animate in sequential order.

f. Copy/paste the action button from the previous slide and place it in the bottom right corner.

g. Edit the action button to hyperlink to the next slide.

h. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

i. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 Let me introduce you to my friends.

2 Here's my friend Mollie.

3 And this is Sam.



4 Lauren is my very best friend in the whole world!

5 And this is Buster, but his real name is Griffin.

6 This is Aggie, but that's her nickname. Her real name is Agnes. She doesn't like it when we call her Agnes.

Interactive Children's Book



9. Insert slide 7

-  **a.** Using a text box, key the text as shown.
-  **b.** Copy and paste the graphics from slide 6.
- c.** Custom animate the graphics to appear in the order shown in graphics box 2.
- d.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- e.** Edit the action button to hyperlink to the next slide.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

¹ **Actually, let me introduce you to my friends in a different order – Best friend first, then the girls, and lastly, the boys.**



² *[Insert a graphic of Lauren.]*
[Insert a graphic of Mollie.]
[Insert a graphic of Aggie.]
[Insert a graphic of Sam.]
[Insert a graphic of Buster.]

10. Insert slide 8

-  **a.** Using a text box, key the text as shown.
-  **b.** Insert a graphic image of a bird in a cage and/or a piggybank.
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- f.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

¹ **My friends opened up their piggybanks and bought me a get well present – a pet parakeet and a cage with food and water trays, a beak sharpening post, a mirror, and bird toys.**

11. Insert slide 9

-  **a.** Using a text box, key the text as shown.
-  **b.** Insert a graphic image of a bird, a mirror, or a bird looking into a mirror.
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- f.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

¹ **Parakeets love to watch themselves in the mirror. They think their reflection is another bird, a friend for them to play with. We all need friends.**

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Interactive Children's Book

12. Insert slide 10



a. Using a text box, key the text as shown.



- b.** Insert a graphic image of one or more hearts, or make them using the AutoShapes/Shapes tool.
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- f.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

¹ I named my new pet Blinky, and I love him and all of my friends very much!

13. Insert slide 11



a. Using a text box, key the text as shown.



- b.** Insert a recorded sound of your voice singing "A-B-C-D-E-F-G" (if available).
- c.** Copy/paste the action button from the previous slide and place it in the bottom right corner.
- d.** Edit the action button to hyperlink to the next slide.
- e.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- f.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

¹ Oh! I almost forgot to tell you the best part. Now that my tonsils have been taken out, I can recite my A-B-Cs in a loud, clear voice. Listen!

14. Insert slide 12



a. Using a text box, key the text as shown.



- b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

¹ The End

15. Resave the presentation.

16. Run the slide show and proofread your work carefully for accuracy, design, and format.

17. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

18. If required, present this presentation to your instructor and/or your class.

The Job of My Dreams

15

New Skills

1. Align objects
2. Group objects
3. Set a hyperlink screen tip
4. Hyperlink within a presentation

Activity Overview



1 hour

Most teens dream of landing a job that is cool, fun, and pays well. To find your perfect job, ask yourself: What am I passionate about? What are my personality traits? How can I link my passion and personality traits to the perfect career for me? Where should I look for employment? Then, research the Internet to learn how to write a savvy resume and cover letter, and begin your job search. In this activity, you will create a PowerPoint presentation outlining the steps to take to find the perfect dream job.

Design Strategies

1. Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.
2. Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.
3. The presentation should be accurate, informative, and exciting.
4. Optional Web sites to use are SnagAJob.com, CoolWorks.com, and SimplyHired.com.
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as DREAMJOB.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Place text box 3 in the bottom right corner.

- c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



- | | |
|---|---|
| 1 | How to Find Your Dream Job |
| 2 | "Find a job you love, and you'll never work a day in your life." - Confucius |
| 3 | Presented by: [Insert your name.]
[Insert the activity number and title.]
[Insert the current date.] |



15



The Job of My Dreams

4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
 -  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
 - c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.
- NOTE:** You will revisit this slide to hyperlink each line in the table of contents to its respective slide.

1	Table of Contents
2	How and Where Do You Spend Your Leisure Time?
	What is Your Dream Job?
	Try It Out First
	How to Search for a Job
	How to Land the Job
	How to Keep the Job Once You Get It

5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Hyperlink the words “Click here” in text box 3 to slide 2. Include the following Hyperlink Screen Tip: “Return to Table of Contents.”
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.
- e.** Hyperlink the words “How and Where Do You Spend Your Leisure Time?” on slide 2 to this slide (slide 3).

1	How and Where Do You Spend Your Leisure Time?
2	<i>[Compose a three to five sentence paragraph about how and where you like to spend your leisure time. This could be an indicator of what type of work you would like to do. For instance, if you love being outdoors, then you may eventually land a job as a ski instructor, lifeguard, park employee, or landscaper. If you are more prone to sit at a computer for most of the day, then you may end up becoming a web designer, game developer, or programmer.]</i>
3	Click here to Return to Table of Contents

The Job of My Dreams

6. Insert slide 4



a. Using separate text boxes, key the text as shown.



b. Copy and paste the hyperlinked text box 3 from slide 3 into the identical location on this slide.

c. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

e. Hyperlink the words “What is Your Dream Job?” on slide 2 to this slide (slide 4).

1

What is Your Dream Job?

2

[Compose a four to six sentence paragraph about your dream job. In your paragraph, include the following:

- The job name

- The job requirements

- The qualities and traits that you possess that will help you succeed in this job

- Why it's a job that you feel you will love

- How it's a combination of your passion and your talents

- The average salary of this job

- The company that you would like to work for.]

7. Insert slide 5



a. Using separate text boxes, key the text as shown.



b. Add a two-point border to text boxes 3 through 8.

c. Place text boxes 3 through 5 side-by-side in a row.

d. Place text boxes 6 through 8 side-by-side in a row beneath text boxes 3 through 5.

e. Insert a clipart image above text boxes 3 through 5 that depicts the job typed in those text boxes.

f. Group the three clipart images together.

g. Insert a clipart image above text boxes 6 through 8 that depicts the job typed in those text boxes.

h. Group the three clipart images together.

i. Align the text boxes in each horizontal row to align at the bottom.

j. Copy and paste the hyperlinked text box 3 from slide 3 into the identical location on this slide.

k. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

l. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

m. Hyperlink the words “Try It Out First” on slide 2 to this slide (slide 5).

1

Try It Out First

2

Start with a part-time job, even if it is not in your field of interest. It just may open up a whole new career choice for you. Some popular teen jobs are:

3

Landscaper

4

Tutor

5

Animal Caretaker

6

Camp Counselor

7

Movie Theater Worker



8

Park Worker

15

The Job of My Dreams

8. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Copy and paste the hyperlinked text box 3 from slide 3 into the identical location on this slide.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.
- e.** Hyperlink the words “How to Search for a Job” on slide 2 to this slide (slide 6).

1

How to Search for a Job

2



Once you have an idea of the type of work you would like to do, start searching! Top teen job search sites are:

SnagAJob.com

CoolWorks.com

SimplyHired.com

9. Insert slide 7

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Copy and paste the hyperlinked text box 3 from slide 3 into the identical location on this slide.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.
- e.** Hyperlink the words “How to Land the Job” on slide 2 to this slide (slide 7).



1

How to Land the Job

2

Once you’ve decided what the perfect job is for you, it’s time to start applying for jobs. Remember to make a good first impression by having an up-to-date, professional resume and cover letter. Dress appropriately for interviews, and don’t get discouraged if it takes a few interviews before you are offered a job.

10. Insert slide 8

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Copy and paste the hyperlinked text box 3 from slide 3 into the identical location on this slide.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.
- e.** Hyperlink the words “How to Keep the Job Once You Get It” on slide 2 to this slide (slide 8).

1

How to Keep the Job Once You Get It

2

Once you’ve been offered and accepted a job, it’s time to earn some cash and hopefully have fun earning it. Now you must work hard and show the right attitude to convince your new employer that you were the right person to hire for this position. Good luck!

11. Resave the presentation.

12. Run the slide show and proofread your work carefully for accuracy, design, and format.

13. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

14. If required, present this presentation to your instructor and/or your class.

Create a Fundraising Campaign

16

New Skills

1. Insert a video clip
2. Time a video clip to run automatically

Design Strategies

1. Before you begin, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating.
2. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this activity.
3. The video clip should show your school hockey team playing a game. If a video clip of your team is not available, use the Internet to find a video clip of any hockey team playing a game.
4. The colors used in the presentation should coordinate with the hockey team's colors.
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



1 hour

You have volunteered to organize a fundraiser for your school's hockey team. Raising funds for a youth sports team is no easy task, but it can be both fun and rewarding. Players' families often bear the brunt of the expenses for uniforms, equipment, transportation, fees, and other expenses. The goal (pun intended!) of the hockey team is to raise enough money with this fundraiser to pay for transportation costs and to help pay for new uniforms and equipment. In this activity, you will create a PowerPoint presentation that outlines a fundraising campaign for your school's hockey team.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as FUNDRAISER.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Insert a photo image of your school's hockey team above text box 2. If a photo is not available, use an equivalent clipart image.

- c. Place text box 3 in the bottom right corner.

- d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 [Insert your school name.] Hockey Team Fundraiser

2 Go [Insert the name of your school mascot.]!



3 Presented by: [Insert your name.]
[Insert the activity number and title.]
[Insert the current date.]



16

Create a Fundraising Campaign

4. Insert slide 2



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 3 as custom bullets using a bullet that pertains to hockey (a puck, a hockey stick, a net, etc.).
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 Fundraising Team Planning Meeting

2 A meeting of the fundraising committee volunteers will be held on *[Insert day, date, time, and location of the meeting.]* to strategize on the following:

3 Fundraising goal
Campaign timeline
What product(s) should we sell and at what price?
Local business partnerships
Fund allocation
Top-level fundraising prizes
Parents, community members, and business support
Promotional materials (sponsor packets, flyers, thank you letters, etc.)

5. Insert slide 3



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 3 using WordArt. Use colors that coordinate with the hockey team's colors.
- c.** Insert a graphic image of a goal being scored.
- d.** Insert a sound file of a goal being scored, such as a cheering crowd.
- e.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- f.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 Our Goal (pun intended!)

2 The fundraising committee met last week to strategize. We established a goal for our campaign in the amount of:

3 \$ *[Insert the dollar amount.]*

6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 Timeline

2 The timeline for the campaign is:
"Face-Off" Day: The fundraiser begins on *[Insert the start date.]*
"Freeze the Puck" Day: The fundraiser ends on *[Insert the end date.]*

Create a Fundraising Campaign

7. Insert slide 5



a. Using separate text boxes, key the text as shown.



b. Insert at least three graphic images of the product(s) you are selling.

c. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 Announcement: What We're Selling and Doing

2 The *[Insert the name of your school.]* hockey team is holding a fundraiser to help pay for the cost of transportation, uniforms and equipment for our team. We are selling *[Insert the product(s) you are selling and the cost. Some possibilities are:*

- Candy bars

- Popcorn

- Store discount cards

- Custom mugs

- Team calendars

- Or a combination of the above.].

Please support us. We are counting on you!

8. Insert slide 6



a. Using separate text boxes, key the text as shown.



b. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1 Frozen Feet Skate-a-Thon

2 In addition to selling *[Insert the product(s).]*, we are holding an 8-hour Skate-a-Thon at the *[Insert the name of the skating rink.]* on Saturday, *[Insert a date.],* from *[Insert a start time.]* to *[Insert an end time eight hours later.].* Please consider sponsoring one of our skaters for this ambitious and cool event. Our volunteer skaters will be approaching you with a big smile and a sponsorship sign-up sheet prior to the event. The cost is *[Insert a dollar amount that sponsors will pay for each hour that the skater is on the ice.]* for each hour skated by your sponsored skater. For additional information, please contact *[Insert your name.]* at *[Insert your contact information – email address, telephone number, mailing address.].* Refreshments will be available for purchase. Twenty-five percent of the proceeds from food and beverage sales will be donated to the fundraiser.

16

Create a Fundraising Campaign

9. Insert slide 7



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Local Business Sponsorships**

2 **Our fundraising team is assembling packets for volunteers to take to local businesses to solicit their sponsorship for the fundraiser (cash donation, free products, gifts, discount cards). The packet will include:**

- An introduction of the team
- A photo of the team
- A thank you letter on team letterhead that includes: 1) a statement informing sponsors that their business name will be used in all advertising, 2) a description of the purpose for the fundraiser, 3) the statement "For additional information, please contact [Insert your name.] at [Insert your contact information – email address, telephone number, mailing address]."

10. Insert slide 8

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a graphic image of each prize.
- c.** Apply a different custom animation to each graphic image of a prize.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **The "Hat Trick"**



2 **The top three highest fundraisers will receive the following prize:**

1st Place: [Insert a prize.]

2nd Place: [Insert a prize.]

3rd Place: [Insert a prize.]

11. Insert slide 9

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **SURPRISE – Power Play!**

2 **We are excited and pleased to announce that retired NHL player [Insert the name of a retired NHL player.], who resides in our community and started his hockey career in this area, has pledged to personally match the total amount that we raise in our fundraiser, thereby doubling the amount that we raise!**

16

Create a Fundraising Campaign

12. Insert slide 10



a. Using separate text boxes, key the text as shown.



b. Set the video clip to play automatically when running the slide show.

c. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **So, Let's Have No "DELAY OF GAME"**

2 **Get out there!**
Put on your best smiles!
And start selling those sponsorships and products.
Go [Insert the name of the hockey team.]!

3 *[Insert a video clip (movie) of your hockey team playing a game. Note: If video clip is not available, insert a hyperlink to a Web site that contains a video clip of a hockey game.]*

13. Resave the presentation.

14. Run the slide show and proofread your work carefully for accuracy, design, and format.

15. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

16. If required, present this presentation to your instructor and/or your class.

17

Going Green

New Skills

1. Use a variety of draw tools and AutoShapes/Shapes
2. Apply a design template

Activity Overview



1 - 2 hours

Living an eco-friendly lifestyle is neither expensive nor difficult. After decades of celebrating Earth Day and all the earth-saving activities that are brought to light on that day, we have a pretty good idea of what we need to do to protect the environment. In this activity, you will create a PowerPoint presentation that provides tips on going green. The presentation will play continuously during the Earth Day activities at your school in April.

Design Strategies

1. Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.
2. Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.
3. Select a design template with a green color scheme.
4. Select custom bullets that relate to the environment.
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Instructions

1. Using Microsoft PowerPoint, create a NEW presentation using a template or theme that best matches the content and theme of this activity.

2. Save the presentation as GOGREEN.

3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Use two different callout shapes that both say "Save me!" Point one callout to a clipart image of the earth and the other callout to a clipart image of the rainforest.

- c. Apply a custom animation to each callout.

- d. Place text box 2 in the bottom right corner.



- e. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Going Green
2	Presented by: [Insert your name.] [Insert the activity number and title.] [Insert the current date.]





Going Green

4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a variety of AutoShapes/Shapes to enhance the content of this slide.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



- 1 **Recycling Equals a Happy Earth**
- 2 *[Suggestion: Research the Internet to find a recycling logo and try to recreate it using the curved arrow and other AutoShapes/Shapes. For the word "happy" consider using a "smiley face." For the word "earth," you may use a clipart image or a circle with the word "earth" inside it.]*

5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert an AutoShape/Shape to enhance the content of this slide.
- c.** Format text box 2 using custom bullets.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

- 1 **Ways to Green Your Electronics**
- 2
 - When finished surfing and IMing, turn off your computer**
 - Unplug your computer or turn off the surge protector**
 - Print on both sides of the paper**
 - Turn off the power strips that power the TV, DVD player, etc.**
 - Turn off video game consoles and the TV when finished playing**
 - Recycle old electronics**

6. Insert slide 4



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert an AutoShape/Shape to enhance the content of this slide.
- c.** Format text box 2 using custom bullets.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

- 1 **Ways to Green the Road**
- 2
 - Drive a fuel efficient car**
 - Slow down**
 - Carpool**
 - No idling, turn off your engine**
 - Check your tire pressure once a month**
 - Replace car filters often**

17

Going Green



7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert an AutoShape/Shape to enhance the content of this slide.
- c.** Format text box 2 using custom bullets.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Ways to Green Your Community**

2 **Volunteer to pick up litter on the roads and in parks**
Help to plan and then participate in Earth Day events
Purchase services and products locally
Get involved with local politics



8. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert an AutoShape/Shape to enhance the content of this slide.
- c.** Format text box 2 using custom bullets.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Ways to Green Your Food**

2 **Eat organic foods**
Eat less meat
Drink organic coffee and milk
Buy from bulk food bins
Buy locally produced foods
Bring your own cup when you go out to buy a cup of java
Use reusable grocery bags

9. Insert slide 7



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert an AutoShape/Shape to enhance the content of this slide.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Ways to Green Your Music**

2 **Buy the music of entertainers who support sustainability endeavors. Many of today's musicians are going green big time. Some are running their tour busses on clean-burning biodiesel fuel and also recycling all their show waste. Download their music online (legally, please) to diminish the packaging waste and fuel that would be used to deliver the products to your door.**



Going Green

10. Insert slide 8

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a graphic image of a group of friends.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Green Your Friends
2	Lead by example, and also encourage your friends to do whatever they can to become eco-friendly. Sometimes it takes a push from a good friend to encourage someone to go green.

11. Insert slide 9

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a “banner” AutoShape/Shape. Cut/paste the text in text box 1 onto the banner, and apply the color of your choice.
- c.** Insert a “stop sign” AutoShape/Shape. Cut/paste the text in text box 2 onto the stop sign, and apply the color red.
- d.** Insert a “trash can” AutoShape/Shape. Cut/paste the text in text box 3 onto the trash can, and apply the color of your choice.
- e.** Insert a “callout” AutoShape/Shape. Cut/paste the text in text box 4 onto the callout, and apply the color of your choice.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Let's Save the Earth!
2	Stop Polluting
3	Don't Litter
4	Do Recycle

- 12.** Set the slide show to loop continuously until stopped manually by pressing the escape key (Esc).
- 13.** Resave the presentation.
- 14.** Run the slide show and proofread your work carefully for accuracy, design, and format.
- 15.** Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.
- 16.** If required, present this presentation to your instructor and/or your class.

18

I'm an Entrepreneur!

New Skills

1. Set automatic slide advancing

Design Strategies

1. Before you begin, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating.
2. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this activity.
3. The colors you choose for the background should complement the color you selected for the text.
4. Keep the design and layout professional.
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



1 - 2 hours

You're an entrepreneur with a great idea for a new business in a field that has always intrigued you. The first step is to create a business plan, a group of documents that serves as a blueprint for starting a business. It includes information about the business, the industry in which it competes, its products and/or services, its customers, its competitors, and its finances. In this activity, you will create a PowerPoint presentation that is a business plan for your new company.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as BUSINESSPLAN.
3. Create a master slide.



- a. Key the text as shown in the footer of the slide master.



- b. Apply a gradient background.
- c. Format the master title slide area using a text effect.
- d. Draw a horizontal line approximately 1 inch from the bottom of the slide.

- e. Insert a photo image of yourself, the business owner, in the right section of the footer.



- f. Left align the date, center align the middle section, and right align the graphic image in the footer.

<div style="border-top: 1px solid black; margin-bottom: 10px;"></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px; text-align: center;">[Current date]</td> <td style="width: 33%; padding: 5px; text-align: center;">My Business Plan</td> <td style="width: 33%; padding: 5px; text-align: center;">[Graphic image]</td> </tr> </table>			[Current date]	My Business Plan	[Graphic image]
[Current date]	My Business Plan	[Graphic image]			





I'm an Entrepreneur!

4. Insert slide 1

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Center the text in text box 2.
- c.** Place text box 3 in the bottom right corner.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1	I'm an Entrepreneur!
2	My Business Plan
3	Presented by: <i>[Insert your name.]</i> <i>[Insert the activity number and title.]</i> <i>[Insert the current date.]</i>

5. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Introduction to My Business
2	<i>[Insert the business name and address information, your name, and the date.]</i>

6. Insert slide 3



-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Executive Summary
2	<i>[Compose a five to seven sentence Executive Summary that will grab the attention of banks and other lenders to seriously consider providing financial assistance to your business. Include the following:</i> <ul style="list-style-type: none"> - Your business name - The product(s)/service(s) you plan to offer - Your financial position - Who your target audience is for marketing your product(s)/service(s) - What the local competition is for your business.]

18



I'm an Entrepreneur!

7. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1	Company Description
2	<i>[Compose a three to five sentence paragraph about the business that includes the following: - Form of ownership (sole proprietorship, partnership, or corporation) - Type of business (retail, wholesale, manufacturing, service) - Location - Number of employees - Primary function of the business.]</i>

8. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



1	Description of Product(s)/Service(s)
2	<i>[Describe the product(s)/service(s) that your business will offer.]</i>

9. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Financial Position
2	<i>[Describe your financial situation – both personal and business.]</i>



10. Insert slide 7

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Marketing Strategies
2	<i>[Compose a three to five sentence paragraph describing the demographic audience to which you will direct your marketing efforts. What is your advertising plan? Will you offer promotional materials?]</i>



I'm an Entrepreneur!

11. Insert slide 8

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

- | | |
|---|---|
| 1 | Analysis of Competition |
| 2 | <i>[Compose a four to six sentence paragraph about the local competition that your company faces and what strategies you will use to attract customers toward your business.]</i> |

12. Insert slide 9

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- c.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

- | | |
|---|---|
| 1 | Conclusion |
| 2 | <p>The following teen business sites provided a wealth of information and helpful hints to me as I was developing my business. Hopefully, you will find them helpful, too.</p> <p>Future Business Leaders of America:
 http://www.fbla-pbl.org/
 The goal of this association of students preparing for careers in business and business-related fields is to bring business and education together in innovative leadership and career development programs.</p> <p>Junior Achievement:
 http://www.ja.org/
 An organization that seeks to educate students in grades K-12 about free enterprise business and economics with the help of volunteers, educators, parents, and contributors.</p> <p>Streaming Futures:
 http://www.streamingfutures.com/
 This site helps teens choose the right career path by allowing them to interact with career professionals through live, monthly, interactive internet webcasts.</p> |

- 13.** Run the slide show, assuming you are presenting it, and determine how much time is needed between each slide for it to run automatically without mouse clicks.
- 14.** Set each slide to advance automatically based on your determined time.
- 15.** Resave the presentation.
- 16.** Run the slide show and proofread your work carefully for accuracy, design, and format.
- 17.** Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.
- 18.** If required, present this presentation to your instructor and/or your class.

19

How to Play Bananagrams

New Skills

1. Use text wrap
2. Set a motion path to a graphic

Design Strategies

1. Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.
2. Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.
3. Consider using the color yellow to coordinate with slide content.
4. Choose a font (typeface) that sends a fun message.
5. The custom animation should depict the action of tiles being moved.
6. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Activity Overview



2 hours

Bananagrams (the anagram game that will drive you bananas) was invented in 2006 by Abe Nathanson of Narragansett, Rhode Island. The game is enjoyed by “kids” from 7 to 97. A person can play alone or with up to seven opponents. The game is a spinoff of the age-old game of Scrabble and is also similar to Boggle. It is one of the top ten, must-have travel games. In this activity, you will create a PowerPoint tutorial on how to play Bananagrams.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as BANANAGRAMS.
3. Edit slide 1



- a. Using separate text boxes, key the text as shown.



- b. Place text box 3 in the bottom right corner.

- c. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **How to Play Bananagrams**



2 **This presentation is a tutorial on how to play a new, exciting, and challenging game that has become one of the top ten travel games.**

3 **Presented by:** [Insert your name.]
[Insert the activity number and title.]
[Insert the current date.]





How to Play Bananagrams



4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Search the Internet for an image of the Bananagrams game, yellow fabric packaging, or logo and insert it on this slide.
- c.** Using the text wrap feature, wrap the text around the image.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Setting tabs, format text box 2 as a two-column list.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format text box 3 using custom bullets.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

- 1 New Travel Word Game**

2 Bananagrams is similar to both Scrabble and Boggle. It is a word game wherein players use a pool of 144 lettered tiles to spell words. The gist of the game is to arrange your tiles into a grid of connected words and to be the first to complete a word grid after the pool of tiles has been used up.

1	The Facts	
2	Number of Players	2 – 8
	Age Range	7 – 97
	Setup Time	1 – 2 minutes
	Skills Required	Spelling and Anagramming

- 1 Game Setup**

2 Place the 144 lettered tiles facedown on the table. Each player draws an equal number of tiles, as follows:



3

 - 2 – 4 players: 21 tiles each**
 - 5 – 6 players: 15 tiles each**
 - 7 – 8 players: 11 tiles each**

19



How to Play Bananagrams

7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format the point size of the text in text box 2 so that it fits on this slide.
- c.** Format the list of key words in text box 2 as a numbered list.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Key Words
2	<p>"Bunch" - The pile of facedown tiles from which players take their tiles.</p> <p>"Split!" - A player calls out "Split!" to start the game.</p> <p>"Peel!" - A player calls out "Peel!" when he or she has no letters left and takes one from the bunch. All players must also take one tile from the bunch.</p> <p>"Dump!" - A player calls out "Dump!" to return one unwanted letter facedown to the bunch, but must then take 3 letters from the bunch.</p> <p>"Bananagrams!" - The first person to use all of his or her tiles calls out "Bananagrams!" and, if all words in his or her grid are correct, is declared the WINNER!</p>

8. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Format the point size of the text in text box 2 so that it fits on this slide.
- c.** Format the list of rules in text box 2 as a numbered list.
- d.** Place text box 3 in the bottom left and text box 4 in the bottom right corner.
- e.** Hyperlink the words "Click here" in text box 4 to slide 5.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

NOTE: In instruction 10.e., you will hyperlink the words "Click here" in text box 3 to slide 8.

1	The Rules
2	<p>Each player's tiles remain facedown until a player calls out "Split!" This is the signal for players to begin flipping letters and creating words.</p> <p>The words created must connect and intersect, similar to the game of Scrabble.</p> <p>A player who uses up all of his or her letters must say "Peel!" and take a new letter. All of the other players must also take another letter.</p> <p>Players can rearrange their word puzzle at any point in the game to create different words and a different word grid. This often happens when a difficult letter, such as a Z or a Q, is drawn. At that point, the player needs to get creative to make up a word that has that letter in it by taking letters from words already in his or her grid and basically reworking the grid. (The Rules are continued on the next slide.)</p>
3	Click here for an illustration of changing the words in a grid
4	Click here to return to Key Words

How to Play Bananagrams

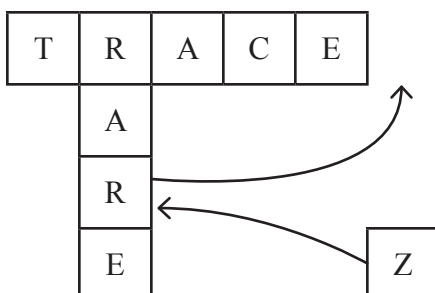
9. Insert slide 7

- a. Using separate text boxes, key the text as shown.
- b. Format the text in text box 2 to appear the same as in text box 2 in slide 6.
- c. Format the list of rules as a numbered list beginning with the next number from the previous slide.
- d. Place text box 3 in the bottom right corner.
- e. Hyperlink the words "Click here" in text box 3 to slide 5.
- f. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

10. Insert slide 8

- a. Using separate text boxes, key the text as shown.
 - b. Using the draw tools, create an illustration similar to the one shown in Figure 19.1. Place the illustration on this slide.
- NOTE:** Do not draw the curved arrows or the "Z" tile.
- c. Using the motion path tool, custom animate the letters to demonstrate moving letters to change the words so that the result will appear as in Figure 19.2.
 - d. Place text box 3 in the bottom right corner.
 - e. Hyperlink the words "Click here" in text box 3 on slide 6 to this slide (slide 8).
 - f. Hyperlink the words "Click here" in text box 3 to slide 6.
 - g. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
 - h. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

FIGURE 19.1



1 The Rules (continued)

2 If a letter is drawn that seems impossible to place, a player may call out "Dump!" and exchange this letter for three other letters. No other player should take a tile on a dump call. Play goes on until there are fewer tiles in the bunch than there are number of players. Then the first person to use all of his or her letters calls out "Bananagrams!" and is declared the WINNER!

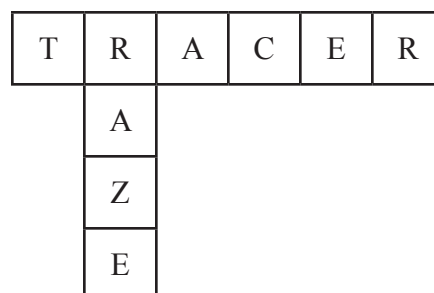
3 Click here to return to Key Words

1 Difficult Letters

2 Remember, you always have the option of changing the words in your grid so you can use the difficult letters that you draw, such as Qs and Zs.

3 Click here to return to The Rules



FIGURE 19.2



19

How to Play Bananagrams

11. Insert slide 9

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a recorded sound of you declaring yourself the winner by shouting out “Bananagrams! – I win!”
- c.** Place text box 3 in the bottom left and text box 4 in the bottom right corner.
- d.** Hyperlink the words “Click here” in text box 3 to slide 6.
- e.** Hyperlink the words “Click here” in text box 4 to slide 5.
- f.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- g.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Winning Strategies

2

Start forming words immediately as you begin flipping your letters.

Do not “Dump” unless it is absolutely necessary.

Allow yourself enough room on the playing surface to build your grid so you don’t run out of space and have to waste time shifting all the tiles away from the edge of the table.



3

Click here to return to The Rules.

4

Click here to return to Key Words.

12. Insert slide 10

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Setting tabs, format text box 2 as a two-column list with the name of each game in the first column and the description in the second column.
- c.** Place text box 3 in the bottom right corner.
- d.** Hyperlink the words “Click here” in text box 3 to slide 5.
- e.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- f.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1

Variations of the Game

2

Banana Smoothie

Players begin by dividing ALL the tiles. There is no “peeling” or “dumping.” The first player to use all of his or her letters and whose words are all correct is the winner.

Banana Café

Each player takes 21 letters. Again, there is no “peeling” or “dumping.” The extra tiles are kept in the bag.

Banana Solitaire

The player selects 21 tiles and only “peels” when needed. Play out all 144 tiles. The player can time his or her game from beginning to end. This is good practice to prepare for play against other opponents.

3

Click here to return to Key Words.

13. Resave the presentation.

14. Run the slide show and proofread your work carefully for accuracy, design, and format.

15. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

16. If required, present this presentation to your instructor and/or your class.

Extreme Makeover

20

New Skills

1. Use the pointer (pen) tool during a presentation
2. Format the pointer tool

Activity Overview



1 - 2 hours

In this activity, you will take a presentation that highlights the animals, attractions, and exhibits located in the oldest zoo in Texas and give it an extreme makeover. When you're finished, it will be a professional, well-designed presentation that people will enjoy viewing. The presentation will be used to promote the zoo and its exhibits, themed buildings, and great eateries to the public.

Design Strategies

1. Before you begin, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating.
2. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this activity.
3. Review all of the templates available and apply one that best fits a zoo.
4. Use consistent graphics and colors to coordinate with the selected template.
5. Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.

Instructions

1. Carefully read and review the content and design of the thumbnail slides presented in Figure 20.1.
2. Using Microsoft PowerPoint, give the presentation shown in Figure 20.1 (slides 1-9) a much-needed makeover. Note that you can add or delete text, use graphic images and other elements, reformat text, and make any other changes you see fit to give the presentation a professional appearance.
3. In addition to the "makeover" you will be doing, your slide show presentation must also meet the following criteria:
 - a. Apply a design template
 - b. Each slide must include a slide transition
 - c. Include at least one hyperlink to a Web site
 - d. Include at least one table
 - e. Include at least one hyperlink within the presentation
 - f. Use custom animation on at least one graphic
 - g. Use the pointer (pen) tool during the presentation to demonstrate motion or movement (optional, only of presenting).
4. Save the presentation as MAKEOVER.
5. Run the slide show and proofread your work carefully for accuracy, design, and format.
6. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.
7. If required, present this presentation to your instructor and/or your class.



20

Extreme Makeover

FIGURE 20.1
SLIDE 1

The Fort Worth Zoo

The oldest zoo in Texas!

The following presentation will highlight the animals, attractions, and exhibits located at the Fort Worth Zoo.

SLIDE 2

The Fort Worth Zoo

The Zoo was founded in 1909 with

1 lion
2 bear cubs
1 alligator
1 coyote
1 peacock
And a few rabbits

Today, it is a nationally ranked facility, housing nearly 7000 native and exotic animals.

From 1909 to 1991, the Zoo was owned and operated by the City of Fort Worth, but in 1991 the Fort Worth Zoological Association was formed and that entity has raised more than \$20 million from private donors to purchase new animals, to make improvements to the Zoo, and to create new exhibits.

Public reaction to the Zoo's renaissance has been tremendous, making the Zoo one of the most popular attractions in the Fort Worth area.

Extreme Makeover

SLIDE 3

Our Animals:

Mammals:

Swift Fox

Coyote

Meerkat

African Lion

Zebra

Reptiles:

Frilled Lizard

Burmese Python

Poison Dart Frog

Komodo Dragon

American Alligator

Philippine Crocodile

Birds:

Hyacinth Macaw

West African Crowned Crane

Wrinkled Hornbill

Flamingo

King Vulture

Ostrich

SLIDE 4

EXHIBITS –

Since 1992, the Zoo has opened 16 permanent exhibits and support facilities.

1992 World of Primates

1993 Raptor Canyon, Asian Rhino Ridge, Gloria Lupton Tennison Education Center, Portraits of the Wild Art Gallery

1994 Chee-tos Cheetahs

1995 Flamingo Bay, FUJIFILM Komodo Dragons, Terminix Insect City

1997 Meerkat Mounds

1998 Burnet Animal Health and Science Center

1999 Thundering Plains (now closed)

2001 Texas Wild!

2004 Parrot Paradise

2005 Great Barrier Reef

2008 Penguins

2010 Museum of Living Art (MOLA)

20

Extreme Makeover

SLIDE 5

Attractions.

Country Carousel – Take a ride on an appaloosa or a painted horse

Lone Star Mining Company Movie House – View a presentation on “Wild Texas”

Texas Wild! Petting Corral – Interact with domestic goats, Texas long-horn calf, guinea hog, chickens, opossum, and armadillo

Playbarn – Interactive experience of life on the farm

Tasmanian Tower – Climb the 25-foot rock climbing wall

Yellow Rose Express Train – Ride the train that travels between the Safari Depot and Texas Wild!

Weather Theater – Experience the outdoors inside this fun, educational theater.

Wild West Shooting Gallery – Interactive laser target game in the heart of Texas Wild!’s Texas Town.

Some attractions require an additional fee.

SLIDE 6

Dining

Eateries: Pizza Hut, Dickey’s Barbeque, Ranch Grill, Zoo Creek Café, an ice cream parlor.

Crocodile Café – crawl all over the Zoo’s newest food court. Ice cream, burgers, vegetarian dishes, and more!

Zoo members receive 10% off at Zoo restaurants!

The Zoo also offers outdoor picnic tables in several shaded areas – perfect for lunch or a snack! (Glass containers and alcoholic beverages are prohibited.)

Extreme Makeover

SLIDE 7

ZOOvenirs

Safari Shop – buy unique gift items, souvenirs, toys, and games

Safari Supplies – buy cameras, sunscreen, and hats

General Store at Texas Wild!

Other locations open seasonally.

SLIDE 8

ZOO MAP

To print a map of the Zoo, visit www.fortworthzoo.org

Address:

1989 Colonial Parkway

Fort Worth, TX 76110

Phone 817 759 7555

Fax 817 759 7501

20

Extreme Makeover

SLIDE 9

Visitor Information:

Open 365 days per year!

Hours: March – September – 10 a.m. to 5 p.m. –
Mon – Fri & 10 a.m. to 6 p.m. Sat - Sun

Late September – October – 10 a.m. – 5 p.m. daily

November – February – 10 a.m. to 4 p.m. daily

Admission: \$12 Adults, \$9 children, toddlers free

Wednesdays are half-price admission days!

Present It!

Teen-based Activities for Microsoft PowerPoint

Present It! 2E includes new, fun, and updated PowerPoint activities where students create real-life presentations (customized with teenage-friendly content) to improve and enrich their PowerPoint presentation software and design skills. All 20 activities in this book have been written to encourage students to use their own creativity, design, and technical writing skills while completing each PowerPoint activity.

Present It! 2E is an ideal resource for any PowerPoint or multimedia course. The activities in this book have been organized in an easy-to-read, self-guided, step-by-step format that can be completed using any version of Microsoft PowerPoint.

Features

- Easy-to-read instructions and activities
- Projects are engaging and non-redundant
- Most activities are written and designed with relevant teenage content
- Standards align with the NBEA and ISTE for technology
- Many activities are individualized to allow students to utilize their own creativity, interests, design, and technical writing skills
- Activities are suitable for all levels of PowerPoint software skills including beginner, intermediate, and advanced



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